



Board of Civil Service Trustees Agenda

1. **Call to Order and Roll Call**
2. **Announcement Regarding: Compliance with Open Meeting Law**
3. **Public Comment:** Comment during this portion of the agenda must be limited to matters on the agenda for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion, as well as the amount of time any single speaker is allowed, may be limited.
4. For possible action to approve the Final Minutes by reference of the Regular Meeting of October 12, 2022
5. Discussion for possible action to certify Eligible Lists for Alternative Sentencing Coordinator I & II (Open); Building Services Electrician (Open); Inspections Supervisor (Open); Plant Operator I (Open); Plumber (Open); Residential Plans Examiner (Open); Right-of-Way Agent (Open); Signing & Marking Technician (Open)
6. Discussion for possible action to certify Classification Specifications for Special Events Parking Supervisor; Buyer/Senior Buyer
7. Discussion for possible action to approve a request to place Mary Fifita on the rehire list for Court Specialist (X)
8. **Citizens Participation:** Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Board. No subject may be acted upon by the Board unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited.
9. **Adjournment**

Facilities are provided throughout City Hall for the convenience of persons with disabilities. Reasonable efforts will be made to assist and accommodate persons with disabilities or impairments. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 702-229-6311 and advise of your need at least 48 hours in advance of the meeting. Dial 7-1-1 for Relay Nevada.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS
IN ACCORDANCE WITH THE NOTICING STANDARDS AS OUTLINED IN NRS 241.020:

The City of Las Vegas website – www.lasvegasnevada.gov
The Nevada Public Notice website – notice.nv.gov
City Hall, 495 South Main Street, 1st Floor

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: October 26, 2022

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, SECRETARY

SUBJECT: 5. ELIGIBLE LISTS TO BE CERTIFIED

**BOARD ACTION: Vote to Certify or Not Certify
(May be taken as a group)**

TOTAL ELIGIBLE LISTS PRESENTED: 8

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Alternative Sentencing Coordinator I & II – Open	80	25	24
2. Building Services Electrician – Open	11	5	2
3. Inspections Supervisor – Open	11	3	3
4. Plant Operator I – Open	90	27	5
5. Plumber – Open	34	22	2
6. Residential Plans Examiner – Open	8	1	1
7. Right-of-Way Agent – Open	42	11	8
8. Signing & Marking Technician – Open	86	65	25

CITY OF LAS VEGAS

ELIGIBLE LIST

Alternative Sentencing Coordinator I & II

10/11/2022

Examination Name

Examination Date

22AUG80103-O

Open

Exam Number

Open/Promotional

ALTERNATIVE SENTENCING COORDINATOR I & II	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	25	GROUP 1	10
REJECTED	55	GROUP 2	14
TOTAL RECEIVED	80	TOTAL ON LIST	24

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
PASSED				24
FAILED				1
TOTAL TESTED				25

DID NOT APPEAR				
WITHDREW				

ALTERNATIVE SENTENCING COORDINATOR I&II (OPEN) 10/26/2022

Candidate Name	Banded Rank
Abeyta, Stephanie	1
Brown, Ashley	1
Charter, Kirsten	1
Farrington, Christina	1
Hunter, Amber	1
Johnson, CHRISTINA	1
Martin, Jennifer	1
Plowman, Laura	1
Stewart, Brandy	1
Valencia, Jacqueline	1
Alex, Azure	2
BRIGHT, TATIANA	2
Hall, Jamal	2
HALTER, LEANNE	2
Henderson, Tamiko	2
Johnson, Aganda	2
JOHNSON, APRIL	2
Lambert, Tori	2
Larkin, Jennifer	2
Lowe, Brenique	2
Mccullouch, Brandy	2
Thomas, Susan	2
Walter, Michael	2
Wilson, Mariana	2
Total Record Count:	24

CITY OF LAS VEGAS

ELIGIBLE LIST

Building Services Electrician
Examination Name

22AUG79883-O
Exam Number

10/4/2022
Examination Date

Open
Open/Promotional

BUILDING SERVICES ELECTRICIAN	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	5	GROUP 1	1
REJECTED	6	GROUP 2	1
<i>TOTAL RECEIVED</i>	11	<i>TOTAL ON LIST</i>	2

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
PASSED	2			
FAILED	3			
<i>TOTAL TESTED</i>	5			

<i>DID NOT APPEAR</i>				
<i>WITHDREW</i>				

BUILDING SERVICES ELECTRICIAN (OPEN) 10/26/2022

Candidate Name	Banded Rank
Bagstad, Richard	1
Brown, Benjamin	2
Total Record Count:	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Inspections Supervisor

10/11/2022

Examination Name

Examination Date

22SEP2264-O

Open

Exam Number

Open/Promotional

INSPECTIONS SUPERVISOR	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	3	GROUP 1	2
REJECTED	8	GROUP 2	1
TOTAL RECEIVED	11	TOTAL ON LIST	3

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				3
FAILED				
TOTAL TESTED				3

DID NOT APPEAR				
WITHDREW				

INSPECTIONS SUPERVISOR (OPEN) 10/26/2022

Candidate Name	Banded Rank
Peterson, Jerry	1
Stone, Robert	1
Nybo, Tony	2
Total Record Count:	3

CITY OF LAS VEGAS

ELIGIBLE LIST

Plant Operator I

9/26/2022

Examination Name

Examination Date

22AUG3278-O

Open

Exam Number

Open/Promotional

PLANT OPERATOR I
GROUP 1
N/A
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	27	GROUP 1	
REJECTED	63	GROUP 2	5
TOTAL RECEIVED	90	TOTAL ON LIST	5

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)	100.00%			
PASSED	5			
FAILED	22			
TOTAL TESTED	27			

DID NOT APPEAR				
WITHDREW				

PLANT OPERATOR I (OPEN) 10/26/2022

Candidate Name	Banded Rank
Burden, William	2
Cardenas, Angel	2
Cotton sr, Clell	2
DeZonia, Nicolaus	2
Lippmann, Scott	2
Total Record Count:	5

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CITY OF LAS VEGAS

ELIGIBLE LIST

Plumber

9/27/2022

Examination Name

Examination Date

22AUG79828-O

Open

Exam Number

Open/Promotional

PLUMBER
GROUP 1
N/A
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	22	GROUP 1	
REJECTED	12	GROUP 2	2
TOTAL RECEIVED	34	TOTAL ON LIST	2

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
PASSED	2			
FAILED	20			
TOTAL TESTED	22			

DID NOT APPEAR				
WITHDREW				

PLUMBER (OPEN) 10/26/2022

Candidate Name	Banded Rank
Hancock, Lauren	2
Hansen, Ryan	2
Total Record Count:	2

CITY OF LAS VEGAS

ELIGIBLE LIST

Residential Plans Examiner
Examination Name

22SEP80102-O
Exam Number

10/12/2022
Examination Date

Open
Open/Promotional

RESIDENTIAL PLANS EXAMINER
GROUP 1
N/A
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	1	GROUP 1	
REJECTED	7	GROUP 2	1
TOTAL RECEIVED	8	TOTAL ON LIST	1

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
(Weight)				100%
PASSED				1
FAILED				
TOTAL TESTED				1

DID NOT APPEAR				
WITHDREW				

RESIDENTIAL PLANS EXAMINER (OPEN) 10/26/2022

Candidate Name	Banded Rank
Skirvin, Kyle	2
Total Record Count:	1

Page 14 of 14

CITY OF LAS VEGAS

ELIGIBLE LIST

Right-of-Way Agent

9/27/2022

Examination Name

Examination Date

22AUG79869-O

Open

Exam Number

Open/Promotional

RIGHT-OF-WAY AGENT	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	APPLICATIONS		ELIGIBLE LIST
ACCEPTED	11	GROUP 1	1
REJECTED	31	GROUP 2	7
TOTAL RECEIVED	42	TOTAL ON LIST	8

TESTS

	WRITTEN	ORAL	PERFORMANCE	SUPPLEMENTAL QUESTIONNAIRE
PASSED				8
FAILED				3
TOTAL TESTED				11

DID NOT APPEAR				
WITHDREW				

RIGHT-OF-WAY AGENT (OPEN) 10/26/2022

Candidate Name	Banded Rank
Mann, Maria	1
Adams, Vince	2
Daileda, Barbara	2
Eaton-Reyes, Tina	2
Lehr, Jennifer	2
Luna, Cynthia	2
Rolling, James	2
Saumat, Giano	2
Total Record Count:	8

3 10/26/2022 10:00 AM

CITY OF LAS VEGAS

ELIGIBLE LIST

Signing & Marking Technician

9/26/2022

Examination Name

Examination Date

22AUG79838-O

Open

Exam Number

Open/Promotional

SIGNING & MARKING TECHNICIAN	
GROUP 1	
See Attached	
GROUP 2	
See Attached	

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	65	GROUP 1	13
REJECTED	21	GROUP 2	12
TOTAL RECEIVED	86	TOTAL ON LIST	25

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>SUPPLEMENTAL QUESTIONNAIRE</u>
PASSED	25			
FAILED	40			
TOTAL TESTED	65			

DID NOT APPEAR				
WITHDREW				

SIGNING & MARKING TECHNICIAN (OPEN) 10/26/2022

Candidate Name	Banded Rank
Amaral, Thomas	1
Dixon, Kelly	1
Farnsworth, Richard	1
Fields, Ryan	1
Herrmann, Reese	1
Holowell, Dominic	1
Lancaster, Matthew	1
Meza, Jared	1
Nason, Christopher	1
Podorsek, Terrance	1
SALAS, JAVIER	1
SALUZZO, DONALD	1
Tate, Cedric	1
Aztorga, Joaquin	2
Burkin, Cam	2
Carrera Jr, Abraham	2
HOLLIWAY, JOHN	2
Iannelli, Frank	2
Lopez, Federico	2
Martinez-Acevedo, Enrique	2
Mccoy II, Darron	2
Melendez, Aaron David	2
Rosario, Arnel	2
Thurston, Bryce	2
Webster, Micheal	2
Total Record Count:	25

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: October 26, 2022

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, SECRETARY

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 2

NEW

1. Special Events Parking Supervisor

REVISED

2. Buyer/Senior Buyer

RECOMMENDATION

The City recommends approval of the new and revised classification specifications.

SPECIAL EVENTS PARKING SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Plans, coordinates, and staffs all special event paid parking operations, as required, on behalf of the City of Las Vegas. Assigns and oversees these paid parking event operations. Provides a wide variety of project and program support for Parking Services.

DISTINGUISHING CHARACTERISTICS

Performs work pertaining to the business goals and mission of Parking Services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned higher-level supervisory or management staff.

Act as a lead worker, exercising functional and technical supervision over assigned staff, including scheduling and assigning tasks, providing guidance, ensuring assignments are completed according to proper procedure, monitoring activities, and reviewing paperwork.

As a secondary function, will serve as a formal supervisor over lower level staff, exercising direct supervision including monitoring and formally evaluating employee performance, and participating in the selection and discipline of employee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Works closely with Special Events to identify and coordinate parking and closure needs to include invoicing, billing and collecting of payments.
2. Develops and maintains relationships and works closely with parking lot owners for special event leasing and closures of parking lots or parking spaces for special events.
3. Organizes and manages weekly event planning review meetings.
4. Communicates effectively with special events coordinators, various barricade companies to reference traffic control plans, DPS, and/or law enforcement in regard to possible concerns.
5. Develops, plans, coordinates, and implements paid parking operations for special City, Smith Center, Arts District, sporting and various other concerts, parades, and events.

CITY OF LAS VEGAS
Special Events Parking Supervisor (continued)

Essential Functions (continued):

6. Supervises hourly employees; participates in recruiting and selecting job applicants; provides training, on boarding, oversees work and conducts performance evaluations; approves and processes timecards; may make recommendations for terminations.
7. Creates, maintains and evaluates scheduling of staff, making changes as needed to ensure the proper coverage for all event parking operations and ensuring appropriate staffing levels are maintained and optimum guest services are achieved.
8. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
9. Manages the paid parking POS system and processing of revenue and paid parking operations for Parking Services.
10. Maintains POS equipment operations and all cashier cash banks, PCI compliance, event reporting, sales recording, documentation, auditing, deposits and appropriate recording for special event paid parking operations.
11. Collects data and determines event staffing requirements, cashier hours and placement for all special events including, but not limited to Smith Center shows, Cashman Center and Arts District.
12. Develops and maintains positive working relationships with event staff, Parking Services and special events teams, contractors, vendors, customers and other agencies.
13. Ensures all safety protocols are in place and adhered to during event parking operations.
14. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Prepares and presents monthly performance statistics and reports as requested. Recommends and implements approved policies and procedures for special events operations, staffing and management.
15. Participates in the preparation and administration of the special events staffing budget, submits recommendations, and monitors all financial transactions for paid parking operations to ensure appropriate accounting and PCI compliance is maintained.
16. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed. Monitors and evaluates vendor performance.
17. Coordinates with other city departments to coordinate special event paid parking logistics including barricade companies, support staff and required signage.
18. Prepares a variety of reports as requested.

CITY OF LAS VEGAS
Special Events Parking Supervisor (*continued*)

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of event parking.
2. Maintains a variety of automated and manual logs, records and files.
3. May enforce facility rules and regulations.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of successful special event paid parking planning and operations.

Principles of management, supervision and training.

Basic accounting and revenue control principles and practices.

Basic record keeping practices and techniques.

Occupational hazards and standard safety practices.

Modern office procedures and equipment, including personal computers, word processing and spreadsheet software programs.

Basic computer operation skills to include Outlook, PowerPoint, Word, Excel and POC systems
Protocol relating safety policies and procedures for parking and emergency management in the field.

Pertinent federal, state and local laws, codes and regulations.

Skills in:

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.

Working independently with minimal supervision.

Leading a team of parking professionals in an efficient and effective way to ensure the safety of all staff and the parking public.

Using initiative and independent judgment within established guidelines.

Interpreting, explaining and enforcing regulations, policies and procedures with regard to parking and special event traffic control management.

Strong organizational skills and meeting critical deadlines.

Managing multiple assignments and setting and adjusting priorities in a rapidly changing environment.

Strong ability to think on your feet, address customer and staff needs in a timely manner.

CITY OF LAS VEGAS
Special Events Parking Supervisor (continued)

Skills in (continued):

Paying close attention to event requirement details.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with others during the course of your work week.

Competencies:

In addition to Core Workforce Competencies:

Supervisor Competencies

Professionalism – Models core values by being honest, respectful and positive; continuously demonstrates the core values of the city; supervisory actions are collaborative whenever possible and intended to grow the city's capacity at an individual, unit, division and/or department level.

Managing Performance – Takes responsibility for own and assigned employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issues promptly.

Decisiveness – Willingness to make difficult decisions in a timely manner.

Developing and Empowering Others – Willingness to delegate responsibility; coaching assigned employee to develop their capabilities.

Facilitating Partnerships – Builds community and partnerships both inside and outside the organization.

Forward Thinking – Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.

Providing Support – Provides the tools and creates a supportive environment that allows others to successfully complete their work.

CITY OF LAS VEGAS
Special Events Parking Supervisor (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in the management of event parking, special event paid parking operations and traffic control planning.

Training:

Associate's degree from an accredited college or university with a major in business or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of a valid driver's license on the date of application, and maintenance thereafter.

Possession of a Flagger Safety Certification or ability to obtain within 90 days of employment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: 30% inside; 70% outside work depending on event site.

Hazards: Exposure to computer screens, noise, inclement weather conditions, moving objects and vehicles, odors, fumes, dust, mist, gasses, poor ventilation, awkward positions, cramped quarters and uneven surfaces.

Equipment Used: Truck, trailer, (varied sizes), ice scoop, coolers (varied sizes), stanchions, umbrellas, various signage, barricades, parking services equipment and sand bags.

Physical Conditions:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Sitting:* Occasional sitting required when driving and during daily office duties;
- *Standing:* Frequent to constant standing may be required when setting up, staffing and managing special event paid parking operations and traffic control;
- *Walking:* Frequent to constant walking may be required when setting up and placement of staffing at event parking operations; extensive walking required at times to effectively plan, set-up and unload paid parking operation equipment, signage, coolers, portable shade etc. from vehicle for an event.
- *Bending (at waist):* Frequent bending noted when loading and unloading signage and parking event equipment from vehicles which requires lifting, pushing and pulling, also during setting up signage and equipment at event sites.

CITY OF LAS VEGAS
Special Events Parking Supervisor (continued)

Physical Conditions (Continued):

- **Crouching (squat):** Occasional squat position may be required to lift items off of ground level.
- **Kneeling:** Occasional kneel position may be required to place objects at lower levels.
- **Climbing:** Occasional climbing in and out of truck, bed of truck, in and out of trailer and on and off curbs, stairs, etc. (17 inches to step onto trailer; 31 inches to climb into rear of truck).
- **Twisting:** Frequent twisting observed when lifting items in and out of trailer.
- **Reaching:** Constant reaching is required to perform a majority of all job duties.
- **Balancing:** Occasional balancing required to climb on and off trailer, in and out of truck bed and to manage lift and carry of sometimes awkward items.
- **Lifting:** Frequent lifting is required for physical placement of paid parking signage, sandbags and equipment
- **Carrying:** Frequent carrying is required for physical set up of paid parking operations and/or traffic access control.
- **Pushing:** Frequent pushing motions are required to set up paid parking operations and various parking lots for event operations; to include large wheeled coolers to hold drinks; pushing required of to load and unload items into truck or trailer at site.
- **Pulling:** Frequent pulling motions are required to set up event site to include large wheeled cooler to hold drinks; various ice chests and utilized two-wheeler or cart to load items at lots.
- **Repetitive Motion:** Frequent repetitive gripping to handle signage, sign holders, sandbags, cones, barricades, and cases of water.
- **Other Physical Demands:** Must be able to grip, hold, seize and grasp POS system, paper receipt rolls, and signage, zip ties, plyers-cutters, small tools, handle two-wheel carts etc. Repetitive wrist motions are entailed in material handling and grasp required when lifting items to and from truck or vehicles.

Maintaining cognitive capacity which allows the capability of:

- Making sound decisions; and
- Effective interaction and communication with others.

RW

NEW 9/14/22

FLSA: exempt; City: nonexempt

CSB 10/26/22

Megan Sakaria

From: Rhonda M. Watson
Sent: Monday, October 10, 2022 7:32 AM
To: Megan Sakaria
Subject: CSB - 10/26 - Special Events Parking Supervisor
Attachments: Special Events Parking Supervisor.doc

Good morning Megan,

Can you please have the attached new classification placed on the October 26th CSB meeting agenda?

Please let me know if you have any questions.

Thanks ☺

Rhonda Watson (She/Her/Hers)
Human Resources Analyst
Human Resources | Classification/Compensation
(702) 229-5037
495 S. Main St. | Las Vegas, NV 89101



lasvegasnevada.gov



**BUYER
SENIOR BUYER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs a variety of technical duties involved in the procurement of materials, supplies, services and equipment for city departments and operations in accordance with Nevada Revised Statutes; prepares solicitation packages and contract terms, assisting in the development of technical specifications; administers the solicitation and contract award process including assisting departments in the performance of contract administration; negotiates and maximizes the cost savings and supplier service level for the city; and performs a variety of technical tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Buyer: This is the entry/full journey level class within the Buyer series. Employees at this level are expected to perform a full range of duties with only occasional instruction or assistance, which may be preceded by a brief learning period. Employees are fully aware of the operating procedures within the work unit.

Senior Buyer: This is the advanced journey level class in the Buyer series. Positions at this level are distinguished from the other class within the series by performing duties to include, but not limited to: develop solicitations for goods and services, to include cooperative purchasing agreements, facilitate routine public work solicitations, develop and negotiate low to medium dollar level professional service agreements and perform contract cost analysis. Employees perform the more difficult types of duties within the series and are expected to operate independently in their assigned area of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from the Buyer level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Buyer

Receives general supervision from the Quality Assurance Administrator or higher level purchasing staff.

Senior Buyer

Receives direction from the Quality Assurance Administrator or higher level purchasing staff.

May act as a lead worker providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Prepares and administers purchase orders (PO).
2. Obtains quotes from suppliers; research pricing, availability & quality of equipment materials, and services.
3. Investigates and develops new supply sources.
4. Responds to internal and external Inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
5. Performs PO management to include trouble shooting PO issues, invoice reconciliation, investigating PO status, adjusting line items and closing POs.
6. Performs PO renewals in accordance with Purchasing & Contracts process and procedure.
7. Performs contract administration on assigned Blanket and/or Contract POs that are used by multiple departments.
8. Prepares goods and services solicitations.
9. Coordinates the solicitation process including pre-solicitation, bid opening and award; to include documenting results for public record; when applicable, prepares agenda items for awarding solicitations.
10. Negotiates as required to maximize the cost savings, supplier service level, and contract terms and conditions that minimize risk for the city.
11. Follows-up with departments to ensure the supplier meets the terms of the agreement; serves as liaison, if necessary, to resolve disputes.
12. Researches market information and economic indicators used to evaluate solicitation price adjustment requests on annual requirements contracts.

CITY OF LAS VEGAS
Buyer /Senior Buyer (continued)

Essential Functions (continued):

13. Performs PO cost analysis to include PO spend by department and/or vendor.
14. Drafts and prepares various reports and correspondence.
15. Maintains a variety of automated and manual records and files.

Marginal Functions:

1. Stays abreast of new trends, innovations, market trends and industry standards and specifications.
2. Expedites the delivery of purchased materials as needed.
3. Performs related duties and responsibilities as required.

Senior Buyer

In addition to the essential and marginal functions for Buyer:

1. Performs solicitation and negotiation duties to include more technical and sensitive solicitations and/or more intricate contractual technical terms and conditions on non-routine, specialized projects.
2. Provides technical training on Purchasing & Contracts processes and procedures.
3. Assists with developing solicitation policies and procedures; prepares performance statistics and reports.
4. Develops and customizes solicitation documents for goods and services contracts; confers with departments on detailed solicitation requirements.

QUALIFICATIONS

Buyer

Knowledge of:

Market trends and conditions.
Types of competitive solicitation and purchasing methods.
Pertinent federal, state, and local laws, codes and regulations including regulations concerning municipal purchasing.
Common types of purchased materials, supplies and equipment.
Customer service principles.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
Principles and procedures of record keeping and reporting.

CITY OF LAS VEGAS
Buyer /Senior Buyer (continued)

Skills in:

Assisting departments in developing, interpreting and analyzing specifications.
Evaluating quality and price of products to judge suitability of goods and alternatives offered.
Obtaining or researching technical specifications.
Maintaining detailed and accurate operational records.
Ability to effectively use Enterprise Resource Planning (ERP) purchasing software preferably Oracle E-Business Suite.
Preparing a variety of operational reports.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

Two years of demonstrated purchasing, buying, inventory control, accounts payable or warehousing experience, preferably within a public agency or three years of clerical experience in a purchasing or logistics environment.

Training:

Equivalent to graduation from high school.

Senior Buyer

In addition to the qualifications for Buyer:

Knowledge of:

Municipal purchasing principles and practices.
Operations, services and activities of public purchasing and contract administration.
Methods and techniques of competitive solicitation and negotiation.
Warehousing and inventory control procedures.
Industry specifications and standards.

Skills in:

Independently performing the more difficult solicitations that require analyzing, interpreting and applying complex regulations, procedures, specifications and purchasing documents.
Developing customized terms and conditions for purchase orders and solicitation documents.
Experience in using an Enterprise Resource Planning (ERP) purchasing software preferably Oracle E-Business Suite.
Interpreting, explaining and enforcing city purchasing policies and department policies and procedures.
Making oral and written presentations of a technical nature.

Experience and Training Requirements

Experience:

Four years of increasingly responsible purchasing or contract administration experience, preferably in public sector purchasing.

Demonstrated skills and knowledge will be considered by the Purchasing & Contracts Manager when flexing from Buyer to Sr. Buyer.

Training:

Bachelor's degree from an accredited college or university with major course work in business administration, supply chain management or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

CITY OF LAS VEGAS
Buyer /Senior Buyer (*continued*)

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others.*

RW

REV 10/11/12

FLSA and City: nonexempt

CSB 10/26/22

**BUYER
SENIOR BUYER**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of technical duties involved in the procurement of materials, supplies, services and equipment for city departments and operations in accordance with Nevada Revised Statutes; prepares solicitation packages and contract terms, assisting in the development of technical specifications; administers the solicitation and contract award process including assisting departments in the performance of contract administration; negotiates and maximizes the cost savings and supplier service level for the city; and performs a variety of technical tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Buyer: This is the entry/full journey level class within the Buyer series. Employees at this level are expected to perform a full range of duties with only occasional instruction or assistance, which may be preceded by a brief learning period. Employees are fully aware of the operating procedures within the work unit.

Senior Buyer: This is the advanced journey level class in the Buyer series. Positions at this level are distinguished from the other class within the series by performing duties to include, but not limited to: develop solicitations for goods and services, to include cooperative purchasing agreements, facilitate routine public work solicitations, develop and negotiate low to medium dollar level professional service agreements and perform contract cost analysis. Employees perform the more difficult types of duties within the series and are expected to operate independently in their assigned area of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from the Buyer level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Buyer

Receives general supervision from the Quality Assurance Administrator or higher level purchasing staff.

CITY OF LAS VEGAS
Buyer /Senior Buyer (*continued*)

Senior Buyer

Receives direction from the Quality Assurance Administrator or higher level purchasing staff.

May act as a lead worker providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Prepares and administers purchase orders (PO).
2. Obtains quotes from suppliers; research pricing, availability & quality of equipment materials, and services.
3. Investigates and develops new supply sources.
4. Responds to internal and external Inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
5. Performs PO management to include trouble shooting PO issues, invoice reconciliation, investigating PO status, adjusting line items and closing POs.
6. Performs PO renewals in accordance with Purchasing & Contracts process and procedure.
7. Performs contract administration on assigned Blanket and/or Contract POs that are used by multiple departments.
8. Prepares goods and services solicitations.
9. Coordinates the solicitation process including pre-solicitation, bid opening and award; to include documenting results for public record; when applicable, prepares agenda items for awarding solicitations.
10. Negotiates as required to maximize the cost savings, supplier service level, and contract terms and conditions that minimize risk for the city.
11. Follows-up with departments to ensure the supplier meets the terms of the agreement; serves as liaison, if necessary, to resolve disputes.
12. Researches market information and economic indicators used to evaluate solicitation price adjustment requests on annual requirements contracts.

CITY OF LAS VEGAS
Buyer /Senior Buyer (continued)

Essential Functions (continued):

13. Performs PO cost analysis to include PO spend by department and/or vendor.
14. Drafts and prepares various reports and correspondence.
15. Maintains a variety of automated and manual records and files.

Marginal Functions:

1. Stays abreast of new trends, innovations, market trends and industry standards and specifications.
2. Expedites the delivery of purchased materials as needed.
3. Performs related duties and responsibilities as required.

Senior Buyer

In addition to the essential and marginal functions for Buyer:

1. Performs solicitation and negotiation duties to include more technical and sensitive solicitations, and/or more intricate contractual technical terms and conditions on non-routine, specialized projects.
2. Provides technical training on Purchasing & Contracts processes and procedures.
3. Assists with developing solicitation policies and procedures; prepares performance statistics and reports.
4. Develops and customizes solicitation documents for goods and services contracts; confers with departments on detailed solicitation requirements.

QUALIFICATIONS

Buyer

Knowledge of:

Market trends and conditions.
Types of competitive solicitation and purchasing methods.
Pertinent federal, state, and local laws, codes and regulations including regulations concerning municipal purchasing.
Common types of purchased materials, supplies and equipment.
Customer service principles.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
Principles and procedures of record keeping and reporting.

CITY OF LAS VEGAS
Buyer /Senior Buyer (*continued*)

Skills in:

Assisting departments in developing, interpreting and analyzing specifications.
Evaluating quality and price of products to judge suitability of goods and alternatives offered.
Obtaining or researching technical specifications.
Maintaining detailed and accurate operational records.
Ability to effectively use Enterprise Resource Planning (ERP) purchasing software preferably Oracle E-Business Suite.
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Training:

~~Equivalent to graduation from high school, Bachelor's degree from an accredited college or university with major course work in business administration or a related field.~~

~~May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.~~

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In addition to the qualifications for Buyer:

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Warehousing and inventory control procedures.
Industry specifications and standards.

Skills in:

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Environmental Conditions:

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CITY OF LAS VEGAS
Buyer/Senior Buyer (*continued*)

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- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental-cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others; ~~and~~*
~~*Demonstrating intellectual capabilities.*~~

RW

REV ~~7/16/19~~10/11/12

FLSA and City: nonexempt

CSB ~~8/14/19~~10/26/22

Megan Sakaria

From: Rhonda M. Watson
Sent: Thursday, October 13, 2022 7:26 AM
To: Megan Sakaria; Brenda S. Perez (HR)
Subject: CSB - 10/26 - Buyer/Sr. Buyer
Attachments: Buyer, Senior Buyer.doc; Buyer, Senior Buyer.1.doc

Good morning,

Can you please have the attached revisions to the Buyer classification placed on the October 26th CSB meeting agenda?

Please let me know if you have any questions.

Rhonda Watson (She/Her/Hers)

Human Resources Analyst

Human Resources | Classification/Compensation

(702) 229-5037

495 S. Main St. | Las Vegas, NV 89101



lasvegasnevada.gov



CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: October 26, 2022

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, SECRETARY

SUBJECT: 7. REQUEST TO BE PLACED ON REHIRE LIST: MARY FIFITA

BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE

Mary Fifita, an employee from April 17, 2014 to September 15, 2022, has requested to be placed on the Rehire List for Court Specialist (X). A copy of the HR department director's approval is attached for the board's information and review.

Civil Service Rules {Chapter IV, Section 6a (5), Page 14} state that to be eligible for placement on a Rehire List, the former employee must submit a written request to the to the Director of Human Resources, or designee, and must (a) have had regular status in any classification formerly held; (b) have left the City's employment in good standing within the past twenty-four months; and (c) receive the Civil Service Board's approval of said request.

Mary Fifita meets the criteria for placement on the Rehire List, and it is recommended that the Board approve her request.

Megan Sakaria

From: Vince Zamora
Sent: Wednesday, October 5, 2022 11:08 AM
To: Megan Sakaria
Subject: RE: Rehire List

Approved.

Vincent Zamora
Director
Human Resources
Direct (702) 229-5043 | Cell (702) 236-2799
495 S. Main St. | Las Vegas, NV 89101

lasvegasnevada.gov

-----Original Message-----

From: Megan Sakaria <msakaria@lasvegasnevada.gov>
Sent: Wednesday, October 5, 2022 11:00 AM
To: Vince Zamora <vzamora@LasVegasNevada.GOV>
Subject: FW: Rehire List

Hi Vince!

May I have your approval to place Mary Fifita on the rehire list?

Name: Mary Fifita
Start Date: 4/17/14
Separation Date: 9/15/22
Dept: MC
Classification: Court Specialist (X)

Thank you!

Megan Sakaria
Human Resources Analyst
Human Resources | Recruitment
702-229-4731
833 Las Vegas Blvd. North | Las Vegas, NV 89101

lasvegasnevada.gov

-----Original Message-----

From: Sandy Santamaria <ssantamaria@LasVegasNevada.GOV>
Sent: Wednesday, October 5, 2022 10:09 AM
To: Megan Sakaria <msakaria@lasvegasnevada.gov>
Cc: Jack Eslinger <JEslinger@LasVegasNevada.GOV>; Pamela Jefferson <pjefferson@LasVegasNevada.GOV>
Subject: RE: Rehire List

Good Morning Megan,

Jack and Pam both approved this request.

Mary had inquired before separating.

Thank you!

-----Original Message-----

From: Megan Sakaria <msakaria@lasvegasnevada.gov>

Sent: Tuesday, October 4, 2022 11:32 AM

To: Sandy Santamaria <ssantamaria@LasVegasNevada.GOV>

Subject: FW: Rehire List

Good Morning Sandy,

Please see Mary Fifita's request below. Mary meets all requirements to be placed on the rehire list for Court Specialist (X).

Would you please forward to Jack for his consideration?

Please let me know if you have any questions or concerns.

Thank you,

Megan Sakaria

Human Resources Analyst

Human Resources | Recruitment

702-229-4731

833 Las Vegas Blvd. North | Las Vegas, NV 89101

lasvegasnevada.gov

-----Original Message-----

From: Sunu Fifita <sunufifita@yahoo.com>

Sent: Tuesday, September 27, 2022 1:34 PM

To: Megan Sakaria <msakaria@lasvegasnevada.gov>

Subject: Rehire List

CAUTION: This email originated from an External Source. Please use caution before opening attachments, clicking links, or responding to this email. Do not sign-in with your City of Las Vegas account credentials.

Good morning Megan,

I am trying to get on the rehire list. Please let me know what you need from me to move forward with this process if possible.

Thank you,
Mary Fifita